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May 4, 2020

## **NOTICE**

### **Licking County Technical Review Committee Submission and Meetings COVID-19 Procedures**

As of Monday, May 4, 2020, the Licking County Planning and Development Department is still in operation and working normal business hours but we have established temporary processes and are encouraging certain methods of business to ensure our community is being served while adhering to state and federal guidelines and respecting each individual involved. At this time, we are highly encouraging our customers to **call and discuss with us your particular request** or need. If your need can be handled via **email, phone, or internet methods** then we will request that our interaction be handled accordingly. If your need must be handled face to face then we highly encourage you to schedule an appointment to ensure you can be served in the most efficient and appropriate manner.

The information provided herein is subject to change without notice. This is a continually changing environment and more changes will likely occur as time progresses. The information provided herein applies only during the pandemic.

Below is how the Licking County Planning and Development Department will be handling application submissions and TRC meetings until further notice. All other Major Subdivision and Development processes remain the same. **Other TRC member agencies may have differing policies and procedures. Please contact those offices directly.**

#### **Office Access**

As noted, the Planning and Development Department office is still in operation and working normal business hours which are 8:00 a.m. to 4:30 p.m. Monday through Friday excluding Holidays (Memorial Day, 4<sup>th</sup> of July, Labor Day, etc.) If your need requires face to face interaction, we encourage our customers to schedule an appointment to meet with staff. To schedule an appointment or speak to an LCPC Staff member, please call 740-670-5200 or visit our webpage. A link is provided below for information. All application forms, regulations, etc. are on this page or linked pages. Please check our webpage for updates.

#### **Office Operation Updates**

Please visit [www.lcounty.com](http://www.lcounty.com) for updates. Temporary policies, practices, and procedures may change without notice.

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## **Licking County Technical Review Committee**

- **Application Submittal Deadline and Meeting Dates:**  
The 2020 Licking County Technical Review Committee Submittal Deadline and Meeting Dates calendar is still applicable and is accessible using the following link:  
  
<https://lickingcounty.gov/civicax/filebank/blobdload.aspx?t=55790.39&BlobID=107171>
- **Application Submissions:**
  - The Licking County Planning and Development Department will be requesting digital submissions of all applications except for the construction plan at this point for review documents. Final submission of plan sets and reports for signature and final approval shall be full size printed documents.
  - The first submission of construction plans will need to be full-size print. Subsequent submissions shall be electronic up until the point the final version is submitted. Please contact this office to schedule a time to submit the application documents.
  - Regarding final versions of all application plans, reports, and petitions, please contact this office to schedule a time to submit the documents.
  - Email submissions of application materials shall be emailed to the following email address:  
*planreview@lcounty.com*
  - Application materials may be mailed to the following address:  
*Licking County Planning Commission  
Subdivision/Development Application Materials  
20 South Second Street  
Newark, OH 43055*
  - Application fees shall be mailed to the LCPC staff and checks shall be made payable to the “Licking County Planning Commission.” Please remit payment to the following address:  
*Licking County Planning Commission  
Subdivision/Development Application Materials  
20 South Second Street  
Newark, OH 43055*
- **Meetings**
  - The Licking County Technical Review Committee will hold meetings using an online meeting application such as Zoom or FreeConferenceCall.Com.
  - Agendas will continue to be emailed within five days following the submission deadline.
  - Information and instructions regarding accessing the online meeting and how the meeting will be conducted will be emailed the day before the meeting.

If you have any questions, please contact this office.